



Lunenburg Public Library

Trustees of Lunenburg Public Library, Meeting minutes

June 19, 2014; Sudolnik Conference Room, Lunenburg Public Library

Attending: Jean Raboin, Robin Venezia, Harry Kubetz, Susan Visser, Gare Thompson, Lars Widstrand, Bob Ebersol (B.O.S.), Brian Laffond (Finance Committee), Lydia Henshaw, (Friends of LPL)

Absent: Dick Mailloux, Martha Moore

The meeting was called to order at 6:45 p.m. by Jean Raboin.

- Public comment:
 - Brian Laffond is stepping down from a long service to the Lunenburg Finance Committee.
- Approval of minutes:
 - April 17 Minutes, motion to accept minutes as revised, by Lars, second by Jean, unanimous yes vote.
 - May 20 Minutes, motion to accept minutes by Gare, second by Harry, unanimous yes vote.
 - May 22 Minutes, motion to accept minutes by Susan, second by Gare, unanimous yes vote.
- Director's report: - since Martha Moore did not attend the meeting these questions remain open:
 - Harry: first bullet on second page of report – why are the Friends of LPL paying for building maintenance?
Discussion: Jean explained that in general, the town pays for upkeep, but in special urgent cases it may be paid for by friends. Trustees expressed concern that the town will not be aware of the full cost of maintenance if the library seeks and finds (in friends) alternative sources for funding. In future, the town should be made aware of the monies spent, and requests for the maintenance should be flagged in the budget. Recommendation to make for upcoming budget planning (in September) is to show real maintenance costs...
 - Susan: financial section – transferring funds to Ingram, it is a timing issue with billing?
 - Evergreen 2.5 catalog software open?
 - ARIS reporting official annual report on monies spent to be sent to the state.
 - Jean: staffing, paragraph 3; Jean is happy with the complete staff evaluation that Martha has done.
Question: Can the evaluations be shared with the trustees, for information only? Does it infringe on staff confidential information?
 - FY-16, maintenance added to budget, including non-capital requests
- Board of Trustees Endowment Committee:
 - Jean and Susan are on representing the Library Trustees
- Heating billing question from Brian:
 - Reduction in heating cost – what drove the reduction in cost? Jean will send informational email to Finance committee/Brian with the answer. Speculation: HVAC adjustments did gain us significant savings.
- Friends Information:
 - Book and bake sale was a rousing success – by far the best we have had. Final count >\$3,600.00.

- Meeting turned over by Jean to Lydia for information about how the friends support the library and its' functions.
 - Friends of LPL was instituted on 7th December 1972; initiated its' bylaws. Endowment set aside for special purposes, the use governed with bylaws. \$300,000.00 baseline funds resides in the endowment, but is *NOT* used; only investment gains are used (endowment expenditure funds). Examples of purchases made by the Friends: Security cameras; Telephone systems; ADA door-openers for the main entrance doors. Operating funds for the Friends of LPL come from membership fees, book-and-bake sale, ongoing book sale in the library. (At this point a Friends of Library Treasury report was presented). Friends of LPL pays for all library programs, printer ink/toner, paper, copier supplies; also copier maintenance is paid for.
 - Cultural horizon program was paid for by earnings from the "Saundra Lane gift".
 - ~800 Lunenburg families are members of the Friends.
- Other:
 - July 26 10:00 a.m. pot-luck meeting for Friends of LPL in the Wallace room.
- Brainstorming for FY15:
 - Gare: ways that we can involve the library, to become a community center – to ponder over the summer.
 - Ask Monty Tech to build items for LPL, e.g. setting up a portable kitchen for cooking classes.
 - Bring list to September meeting. Suggestion to send a list to Jean by August 1, of ideas.
 - Long-term plans for the library, 5-year plan – what would we like to see (also by August 1)
 - Brian suggests to add the LPL to the Town Master plan; approach the planning board director to get Library input to it. Suggestion by Bob Ebersole that we bring in a consultant to help with the 5-year plan; possibly paid for by friends.
- Board comments:
 - Harry: for the selectmen to address: when email came from Kerry about committees Harry called and tried to contact Kerry, but got no return call or any response.
 - Brian: prepare request for larger kitchen update for the Wallace room; if not now, then get it into the long term plan or master plan.
 - No other board comments
- Upcoming meeting suggestions:
 - August brainstorming meeting
 - Library to be included in master plan
 - Define library plan for 5 years
- Other
 - Bob Ebersole mentioned that \$1,000.00 was given by various people in his mother's name to the library when she passed away. Martha procured a historical book for small part of it.
- Motion to adjourn at 8:26 p.m., moved by Gare Thompson, second by Susan, unanimous yes vote.

Respectfully submitted,

Lars Widstrand

Secretary, Trustee of Lunenburg Public Library

Referenced documents:

LPLBoT Agenda for June 19, 2014

Lunenburg Public Library, Director's Report of June 19, 2014.